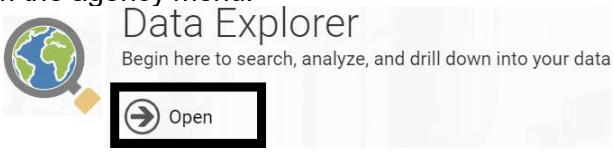
FPMT includes a variety of commonly used reports to support business needs for facilities planning/inventory.

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Run Reports From Agency Menu

Most of the reports are available from the agency menu.

1. **Select:** Open.



2. **Select:** Search.



3. **Select:** Filter by.

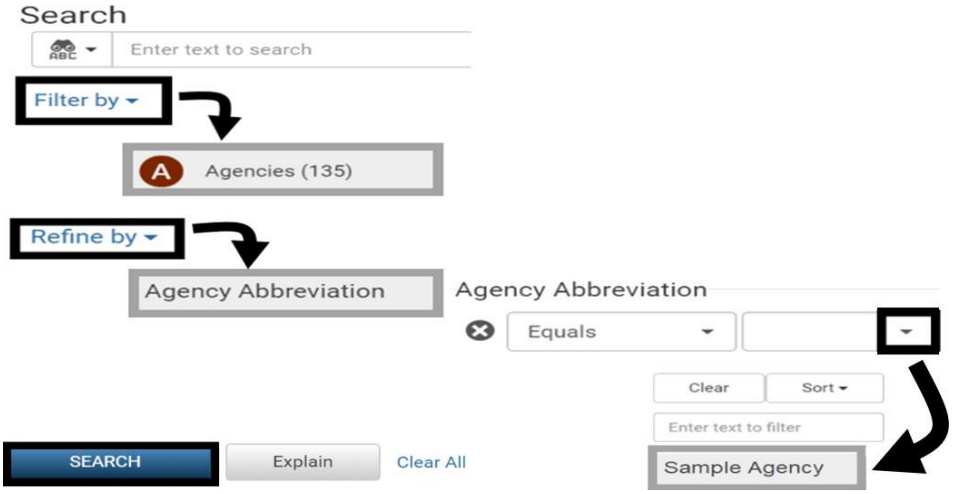
➔ FPMT will display a list of criteria.

4. **Select:** Agencies.
5. **Select:** Refine by.
6. **Select:** Agency Abbreviation.

➔ FPMT will display additional options depending on your search criteria.

7. **Select:** Search.

In this example, we use search tools to filter by agencies and refine by agency abbreviation.

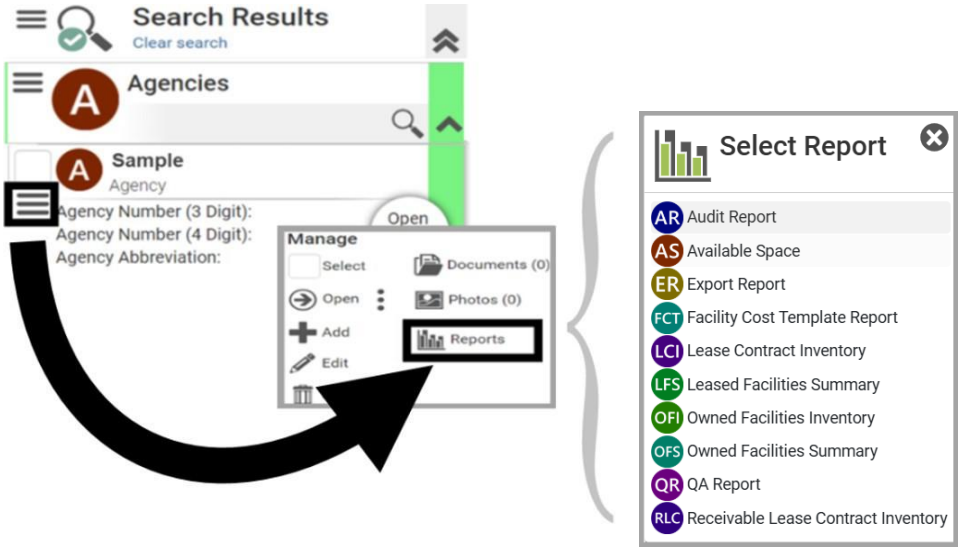


8. **Select:** Menu.
9. **Select:** Reports.

➔ FPMT will display a list of reports.

10. **Select:** Report.

➔ FPMT will provide additional options if needed after you select a report. For example, FPMT will prompt you to input fiscal year or other criteria if needed.



List of Reports

Report Name	Additional Information
Audit Report	List of changes made to a record (includes user who made changes).
Available Space	List of available space in a leased or owned facility.
Export Report	Export list of attributes (data fields) to excel file format or access file format. ✓ Data will be truncated in excel if there are over 32,767 characters in a cell.
Facility Cost Template Report	A report submitted as part of the six-year planning process that captures facility-level cost data and planned actions for owned, leased, and receivable facilities. The Facility Cost Template is used to support planning, evaluation, and budget development for facility-related decisions.
Lease Abstract	Summary for facility lease contract. ✓ Lease abstracts are currently only available for facility lease contracts.
Lease Contract Inventory	List of active lease contracts.
Leased Facilities Summary	Summary of active leased facilities (associated facility records must also be active to be included in this report).
Owned Facilities Inventory	List of active owned facilities, including unique facilities identifier (UFI) and other information (associated facility records must also be active to be included in this report).
Owned Facilities Summary	Summary of active owned facilities (associated facility records must also be active to be included in this report).
Property Lease Abstract	Summary for owned facility. ✓ Property abstracts are currently only available for owned facilities.
QA Report	Summary of common data errors related to square footage and financial data (report results are separated into several different tabs so that you can review for data quality checks).
Receivable Lease Contract Inventory	List of active receivable lease contracts.

Frequently Asked Questions

For additional information, contact the OFM Help Desk.

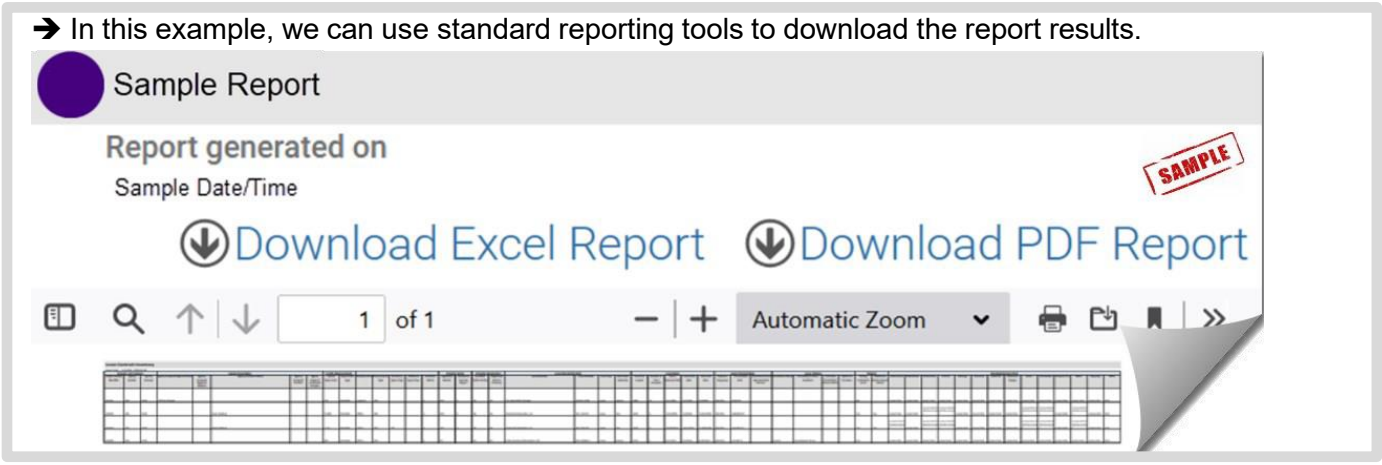


OFM Help Desk
HereToHelp@ofm.wa.gov
360.407.9100

Why do I need to download my report results?

FPMT will display the report results with options to download and print. In most cases, the report will include multiple columns of data so you will want to download the results to review the details or share the data.

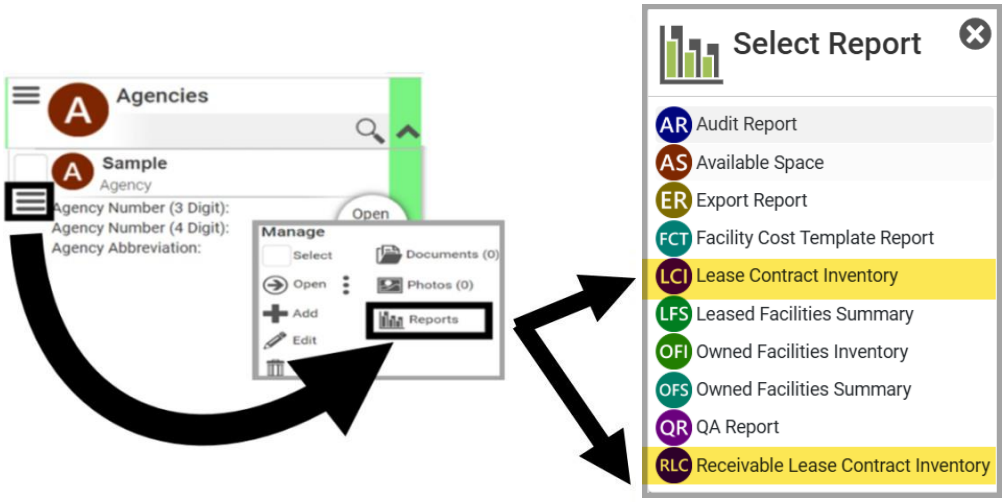
➔ In this example, we can use standard reporting tools to download the report results.



Which report should I use to get a quick list of active lease and receivable contracts?

Use the lease contract inventory report to get a list of active lease contracts or the receivable lease contract inventory report to get a list of active receivable lease contracts.

✓ This report is helpful if you want to use search options to find a specific lease contract or receivable lease contract and you don't have the contract number.



Which report should I use to get a quick list of active unique facility identifiers (UFI)?

Use the owned facilities inventory report or the lease contract inventory report to get a quick list of your agency's unique facility identifiers (UFI).

- ✓ This report is helpful if you want to use search options to find a specific owned or leased facility and you don't have the UFI. Associated facilities records must also be active to be included in this report.



What is a shapefile report?

Shapefile reports will export a .zip file (compressed file format) with information about geometry points where available.

- ✓ The shapefile report is available from several levels in FPMT (city, county, facility, land, legislative district, state portfolio level, etc.). If you run the report at a level that does not have geometry points specified, the downloaded report results will indicate none of the selected entities has geometry.

What is the audit report?

The audit report provides a list of changes made to a record. It includes information about the change (old value/new value), date/time of change, name of user who made the change, etc.

What is the export report?

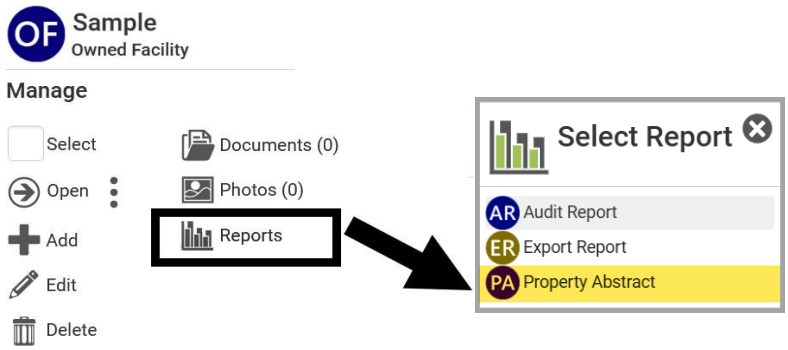
The export report provides the option to export a list of attributes (data fields) to excel file format or access file format.

- ✓ Data will be truncated in excel if there are over 32,767 characters in a cell.

Where is the report for property abstracts?

Property abstracts are available from the list of reports for owned facilities.

- ✓ Property abstracts are currently only available for owned facilities



Where is the report for lease abstracts?

Lease abstracts are available from the list of reports for facility lease contracts.



When should I run reports at the State of Washington portfolio level?

It depends on your business need. For example, you will run the available space report from the State of Washington menu if you need information about available space at the statewide portfolio level. If you only need information about available space for a specific agency, then you will run the available space report from the agency menu.

